

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below			CONSULTANT: Provide only checked items below in proposal.	
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet (No Resumes)	7 pages	19 pages	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS	BUREAU OF TRANSPORTATION PLANNING **	OTHER
THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS		
NO	YES	DATED _____ THROUGH _____
Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.		Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Qualifications Review / Low Bid - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

Best Value - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL DUE DATE	TIME DUE
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100G – Certification of Availability of Key Personnel

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
CONSTRUCTION SERVICES**

CONTROL SECTION: Various

JOB NUMBER: Various

LOCATION: Various

WORK DESCRIPTION:

Provide experienced personnel for Hot Mix Asphalt (HMA) materials testing, aggregate testing, reporting and record keeping. Additional duties may include physical feature inventory, wage rate interviews, Soil Erosion and Sedimentation reviews, survey work and assistance with the region Traffic and Safety program.

Testing services are needed for work operations including, but not limited to HMA and aggregate testing, reporting and record keeping. These service are anticipated to be primarily during daylight hours Monday through Sunday, night work may be required. Two fully staffed shifts will run on the following schedule:

1st shift: Tues. – 11 hours (7 a.m. – 6:30 p.m.), Wed. – 11 hours (7 a.m. – 6:30 p.m.), Thurs. – 11 hours (7:00 a.m. – 6:30 p.m.) and Fri. – 7 hours (5:00 a.m. – 12:00 p.m.).

2nd shift: Fri. – 7 hours (12:00 p.m. – 7:00 p.m.), Sat. – 11 hours (7 a.m. – 6:30 p.m.), Sun. – 11 hours (7 a.m. – 6:30 p.m.) and Mon. – 11 hours (7 a.m. – 6:30 p.m.).

Employees assigned to a shift will remain on that shift for the entire season. Two consultant employees will be assigned to each shift.

Full-time services will be required for this project. Overtime may be required.

The Consultant will provide up to four experienced inspectors to perform the inspection and testing services under the direction of the Project Manager or his designee. Work hours and assignments will be given to the consultant staff by the Project Manager or other MDOT personnel from this office. The consultant testers will cooperate with the senior level MDOT Technicians to ensure that adequate testing services are provided.

The projects that these services may be utilized on include, but are not limited to any construction, safety, or maintenance project within the Superior Region that has HMA.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Aggregate Inspection & Testing
Engineering Assistance

SECONDARY PREQUALIFICATION:

N/A

Anticipated Service Start Date: 6-1-07
Anticipated Completion Date: 11-2-07

DBE Requirement: 0%

MDOT PROJECT MANAGER: Julie Van Portfliet
1818 3rd Avenue North
Escanaba, MI 49829
(906) 786-1800

The Consultant shall contact the Project Manager prior to beginning any work on any project.

GENERAL:

The Consultant shall furnish all labor necessary to conduct and complete the Construction Services described herein. The Services will be performed to the satisfaction of the Department consistent with the applicable professional standards.

- A. The Consultant's principal contact with the Department will be through the designated Project Manager or her designee.
- B. The Services described herein are financed with public funds. The Consultant will comply with applicable Federal and State laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant will wear personal safety equipment in accordance with MDOT policy while on the project.
- C. The consultant agrees to providing staff that are trained and certified in HMA testing through the Michigan Bituminous QC/QA Technician Certification Program. The consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plan; the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; the Materials Source Guide; the Materials Quality Assurance Procedures Manual; applicable Special Provisions; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved

proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

GENERAL DESCRIPTION OF INSPECTION AND TESTING SERVICES:

The Consultant will provide, to the satisfaction of the Department Testing services in the areas of Hot Mix Asphalt. Testing, reporting, computation, and documentation requirements directed by the Project Engineer and/or referenced in the Specifications, Plans, Proposal, the MDOT Materials Source Guide and all other applicable references, guidelines, and procedures manuals and associated with this Construction Testing Services work is also included.

CONSULTANT RESPONSIBILITIES:

A. For Project Administration, the Consultant shall:

1. The Consultant will provide the necessary personnel to adequately perform the requirements of this contract. Personnel shall be certified through the Michigan Bituminous QC/QA Technician Certification Program, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.
2. The Consultant will furnish the necessary personnel needed to carry out the testing services.
3. Staff Reductions: Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The Consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined was unnecessary.

B. Project Inspection:

Inspectors: Perform testing services as the Inspector for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals. The Inspector(s) will be assigned this Project with a sufficient number of technically qualified and experienced personnel to perform the Services required under the Agreement in a timely manner to avoid delay to the Construction Contractor.

Coordination: Provide appropriate coordination, contact, and cooperation with affected local, state, and/or federal agencies and other Consultants and Contractors; which may be involved in the Project and which are deemed to be the responsibility of the Consultant by the Department.

The inspectors will be equipped with cellular phones or pagers. The phones or pagers can not be charged as a direct expense to the project.

The Consultant will immediately bring to the attention of the Project Manager any failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution.

Contentious Issues: Notify the Project Engineer of any problems, issues, discrepancies, or other items brought to the attention of the Consultant by the Contractor. Provide written documentation of the resolution of such issues.

Consultant Deliverables: Collect, properly label or identify, and deliver to the Department any original diaries, logs, notebooks, accounts, records, reports, as constructed plans, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and any other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.

Meetings: Arrange and conduct conferences and meetings required to carry out the services of the project as required by the Project Manager. Prepare and distribute minutes of all meetings except the Preconstruction Meeting.

C. Quality Assurance Testing and Reporting:

1. **Material Testing:** Sample and/or test materials (except off-site aggregates, concrete cylinder breaks, and bituminous plant testing) to be incorporated in the work, including but not limited to, concrete quality assurance testing, bituminous quality assurance testing, on-site aggregates, and density testing and reporting, according to Materials Source Guide, and reject Contractor's work and materials not meeting the Specifications, Plans, Proposal, the Michigan Construction Manual, Materials Quality Assurance Manual, and all other applicable references, guidelines, and procedures manuals.

Acceptance samples, tests, and reporting procedures will conform to the Specifications, Proposal, MDOT Materials Source Guide and other applicable references, guidelines, and procedures manuals prescribed by the Department.

2. **Material Certification:** Coordinate with MDOT office and field staff to make certain that acceptable test reports and material certifications from the supplier **have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.**
3. **Materials Reports:** Submit materials test reports (including, but not limited to Moisture and Density 582B, Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, and Concrete QA reports, etc.) according to the distribution list on a daily basis, within one work day following the testing. The efficiency of the consultant in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology Unit, 8885 Ricks Road, Lansing Mich 48909 will be measured by that unit and reported to the Project Manager.

4. **Testing Personnel:** For aggregate, concrete, density, and bituminous testing, utilize only personnel certified according to current Department requirements. Personnel will be certified on all projects (not just NHS projects).

The concrete testing inspector will be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association.

Any inspector involved in sampling or testing of Hot Mix Asphalt must be a Michigan Qualified Bituminous QC/QA Technician. (The Department will consider the use of a lesser experienced technician who is properly certified, for the bituminous testing provided the hourly wage rate is in line with the experience of the technician).

Any inspector performing sampling or testing of aggregates must be a current Michigan Certified Aggregate Technician.

The consultant and any sub-consultants contracted by the Michigan Department of Transportation (MDOT) to perform density testing services that use equipment regulated by the NRC shall:

- 1) Possess a valid license issued by the NRC, or recognized Agreement State, for ownership and use of sealed sources contained within portable nuclear density gauges.
- 2) Provide the Radiation Safety Officer (RSO) of MDOT with a copy of the aforementioned license.
- 3) Comply with all rules and regulations set forth by Title 10 (Energy) and 49 (Transportation) of the Code of Federal Regulations.

Failure of any of the above will be found in noncompliance with the contract.

5. **Project Review/Certification:** If requested, participate in and resolve items determined to be insufficient during the Department's review(s) of project records.

D. Measurement, Computation, Documentation, and Recordkeeping:

1. **Documentation:** Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items or work completed, and maintain an item record account using FieldManager and FieldBook software. The consultant must obtain and be able to use the most current available version of FieldManager as the primary system for automation of all required documentation for this project. Contact Info Tech at (352) 375-7624 or fax (352) 373-9586 or (www.infotechfl.com) to obtain software information on training.
2. **Assist in maintaining As-Constructed Plans** throughout the project, showing any field changes, final utility locations, substantial quantity changes, etc. Verify the As-Constructed Plan information that is required to be provided by the Contractor.
3. **Reports-Consultant Generated:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:

- a. **Inspector's Daily Reports**
- b. **Moisture and Density Determination Reports (Form 582BM)**
- c. **Inspector's Report of Concrete Placed (Form 1174A-M)**
- d. **Mechanical Analysis, (Form 1901)**
- e. **Final Quantity Sheets**
- f. **Force Accounts**
- g. **Wage Rate Interviews**
- h. **Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines and/or procedures manuals.**

Reports-Consultant Generated: Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:

- a. 1911
- b. 1903B
- c. 1903C
- d. 1907

MDOT RESPONSIBILITIES:

- A. The project Engineer will furnish the Consultant Project-specific construction contracts, proposals, plans, plan reviews, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein.
- B. The Department will furnish bituminous mixture designs and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts. The customary testing is described in the Materials Quality Assurance Manual with exception noted within the Specifications, Plans, and Proposal. The Consultant will be responsible for all on-site sampling and transportation of all the materials required to be tested by Department personnel.
- C. The Department shall provide the office technician staff to maintain the project files in accordance with MDOT procedures. The Consultant inspector will coordinate with the Department's staff to submit the required documentation, as indicated elsewhere in this Scope of Services.
- D. The Project Manager shall provide inspection and contract administration of the project to assure that the project has been completed in reasonable conformance with the plans and specifications for project acceptance and to determine that the inspection work performed to date by the Consultant for services rendered is reasonable and appropriate before approving the Consultant's request for payment.

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on a fixed hourly rate, no direct expenses basis.

CONSULTANT PAYMENT:

All invoices/bills for services must be direct to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Invoices/bills for services will be directed to Operations Contract Support Unit in Lansing. Payment to the Consultant for Services rendered will not exceed the negotiated Maximum Amount, unless an increase is approved in accordance with the contract with the Consultant. Invoices must be submitted to Operations Contract Support Unit monthly, within 14 calendar days of the close of the invoice period.

Reimbursement for inspection services shall be limited to the hours spent on this project. Reimbursement for overtime hours will be limited to time spent on HMA Testing in excess of forty hours per week. Any variations to this rule should be included in the price proposal submitted by the Consultant and must have prior approval by the MDOT Project Manager.

The hours billed for the inspector will not begin until the inspector reports to the testing site, or project.